

# Bicton C.E. Primary School and Nursery



## ROLE OF THE LINK GOVERNOR POLICY

### What is a Link Governor?

A link governor is a member of the governing body appointed to oversee a specific aspect of the work of the school. (see Appendix A – Role Description)

### Code of Conduct.

Confidentiality issues may arise and need to be respected.

Hosting visitors (even governors) can create additional work for school staff and can deflect them from what they would otherwise be doing. Please be aware of this whilst arranging your visit.

Be positive when meeting with staff and inform the Headteacher of any positives from your visit/meeting.

Communicate any concerns to the Head or the Chair of Governors.

If visiting lessons, remember: don't take notes - teachers may be apprehensive or nervous of your presence.

**Remember** - you are there as a critical friend and source of support - not as an inspector or to make judgements on teaching.

### Frequency of visits/contact

As a Link Governor you should arrange a focused visit to the school, or arrange a virtual meeting, at least once per term. A written record of the visit or meeting must be completed and emailed to the Headteacher and Chair of Governors.

### The Role of a Link Governor in our school.

This will vary according to the nature of the appointment, but, in general in our school, it might involve:

- making pre-arranged visits to the school, with a clear focus (see Appendix A - Governor Prompts)
- keeping the governing body informed about the area for which you are link governor, and acting as a link between governors and staff
- supporting the staff member who is responsible for the particular area / subject

- developing knowledge in the specialist area and / or taking part in relevant training
- monitoring the implementation of the school's strategy in the specialist area
- getting into school to see how things are going / meeting virtually with the subject lead
- looking at progress and attainment data
- referring to the current school development plan to identify what progress has been made against priorities / what impact can be seen (see latest SDP)
- holding discussions with pupils to gain pupil voice
- reporting back to the governing body on your findings (see Appendix B - Link Governor Visit Record)
- championing issues in governing body meetings.



## Appendix A

### Link Governor Role Description

<b>Name of appointed person:</b>	
<b>Area of responsibility:</b>	
<b>Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• make pre-arranged visits to the school or virtually, at least once per term, with a clear focus</li> <li>• keep the governing body informed about the area for which you are responsible, and act as a link between governors and staff</li> <li>• support the staff member who is responsible for the particular area / subject</li> <li>• develop your knowledge in the specialist area and / or take part in relevant training</li> <li>• monitor the implementation of the school's strategy in the specialist area</li> <li>• look at progress and attainment data, if appropriate, with the subject lead</li> <li>• check in with the school development plan and our priorities (see SDP)</li> <li>• hold discussions with pupils to gain pupil voice</li> <li>• report back to the governing body on your findings (see Appendix B - Link Governor Visit Record)</li> <li>• champion issues in governing body meetings.</li> </ul>
<b>Key staff contacts:</b>	
<b>Personal Development and training:</b>	
<b>Role review date:</b>	<i>Autumn Term FGB meeting – annually.</i>



## Appendix B

### Link Governor Visit Record

<b>GOVERNOR VISIT</b>	
<b>Name of Governor:</b>	<b>Date:</b>
<b>Curriculum Area/Focus of Visit:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Priorities from Ofsted / SIAMS Inspection:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>SDP priorities:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Members of Staff Visited:</b>	
<b>Visit Outcomes:</b>	
<b>Follow-up Actions:</b>	
<b>Signed:</b>	<b>Governor</b>
<b>Signed:</b>	<b>Member(s) of Staff</b>